

CITY OF SHASTA LAKE



LARRY J. FARR COMMUNITY CENTER 4499 MAIN STREET SHASTA LAKE, CA

and Meeting Room at 1525 Median, Shasta Lake, CA

POLICIES AND PROCEDURES

FOR RESERVATION INFORMATION:

(530) 275-7487

WWW.CITYOFSHASTALAKE.ORG

COMMUNITYCENTERINFO@CITYOFSHASTALAKE.ORG

TABLE OF CONTENTS

POLICY STATEMENT	Page 3
USERS	Page 3
RENTABLE ROOMS	Page 3
USER ELIGIBILITY	Page 4
SCHEDULING POLICY	Page 4
FEES	Page 4
INSURANCE	Page 6
GENERAL RULES AND REGULATIONS	Page 6
REVIEW AND AMENDMENT PROCEDURES	Page 8
Exhibits:	
FACILITY USE APPLICATION	Page 9
INSURANCE CERTIFICATE SAMPLE	Page 10
CLEANING GUIDELINES AND TABLE/CHAIR ARRANGEMENT	Page 11-12
RESOLUTION ADOPTING AND APPROVING	Page 13

POLICY STATEMENT

The City of Shasta Lake Larry J. Farr Community Center (Community Center) is a facility owned by the City of Shasta Lake and located at 4499 Main Street, Shasta Lake, CA. The City operates the facility and reserves the rooms in Center for community functions and for paid rentals to private parties. The following policies and regulations have been established to assure fair usage and maximum enjoyment.

USERS

Groups or individuals using the Community Center will be required to comply with rules and policies governing the same. Failure to comply could subject the group or individual to the loss of use privileges.

The following uses are generally permitted: meetings, parties, receptions, dances, social or cultural activities, and certain fundraising activities. If user is renting the hall for sales/solicitations and fundraising events, users may be required to obtain a vendor permit.

RENTABLE ROOMS

The Community Center consists of one large event room, in addition the City has a small meeting room at 1525 Median Avenue, Shasta Lake, CA available for reservations. Each rentable room is described below as well as its generally recommended uses. Hours of operation of the Community Center are Monday through Friday 8am through 10pm and Saturday and Sunday 8am to 12:00am (with the exception of New Year’s Eve events can be extended to 1am).

	Capacity	Full Day Rate	Partial Day Rate	Cleaning Deposit
Main Hall 4499 Main Street <i>meetings, parties, receptions, dances, social or cultural activities, and certain fundraising activities</i>	290 Max 260 Seated	\$800 (more than 6 hours) Local Non-Profit Rate (50% Discount) \$400	\$500 (6 hours or less) Local Non-Profit Rate (50% Discount) \$250	No Alcohol: \$200 Alcohol \$750 (refundable)
Meeting Room 1525 Median Avenue <i>meetings</i>	30 Max 30 Seated	NA	Up to \$15/hour	No Deposit for Meetings

The following equipment is provided with the Main Hall Rental:

- 260 stacking chairs
- 10 - 8’ rectangular tables
- 40 - 5’ round tables

AV system. Renter responsible for bringing own laptop. Microphone can be provided upon request—Additional Charge \$50.00 / Local Non-Profits 50% Discount (\$25)

NOT PROVIDED: Table linens, silverware, plates, pots, pans, and other utensils

USER ELIGIBILITY AND DESIGNATIONS

The Community Center is made available to groups, organizations, and private individuals. It is necessary to recognize, however, that the actual use is determined by the user requirements, availability of space and time of use.

SCHEDULING POLICY

Reservations

Proper notification is required for any group using the Community Center. You may hold your date for 24 hours by calling the City of Shasta Lake (530) 275-7487 Monday through Friday, 9am-2pm. After 24 hours, the reservation date will be cancelled unless the contract has been signed and appropriate fees have been paid in full. You can reserve the Community Center online using our website cityofshastalake.org using the following link <https://www.cityofshastalake.org/1072/Community-Center-at-Civic-Center-Plaza>. Once reservation dates are established, renters then complete a Facility Use Application which is supplied by the rental agent. Information about the Center as well as the Facility Use Application is also available on the City's website. The rental agent reviews submitted applications for completeness and confirms the dates when rental fees and deposits are paid. The agent then approves the application by signing and dating it. A copy is given to the renter along with proof of payment.

City Manager has the authority to authorize early set-up at no additional charge. Request must be made on Facility Use Application.

Cancellations

If a cancellation occurs for any reason more than 2 weeks prior to the rental date, 10% of the deposit will be withheld. All other paid fees will be returned.

If a cancellation occurs for any reason less than two weeks prior to the rental date, 10% of all (rental and deposit) fees will be withheld with the remaining balance returned.

FEES

Fees are charged in order to off-set ongoing maintenance costs and minimize public subsidy for this building. All fees must be paid at the time of reservation. Please refer to the Community Center Rental Fee schedule included in this policy.

Payment of Rental Fees

Organizers of private party functions are charged a fee based on the space reserved and the total hours reserved for the function. At present there are two rooms available for rent, the Main Hall at the Community Center and the Meeting Room at the Visitor Center. Rental rates for each are published and posted on the City's website and included in this policy.

The City Council has determined that local non-profit organizations and public agencies may use the facility with a 50% discount however, charge for deposit is required. Non-profits who use the community center on a regular

basis, can choose to have the deposit held for future events. On occasion an organization may solicit donations or charge for events without running afoul of this provision with approval by City Staff. To be an eligible non-profit, user will need to specify this waiver on the application and attach a current non-profit status IRS determination letter with application. Expired non-profit organizations will not be eligible under this provision.

Deposits

A cleaning deposit of \$200 is charged for non-alcohol events and a cleaning deposit of \$750 is charged for events serving alcohol. Cleaning deposits are refundable subject to an inspection of the premises by the rental agent. Any expense related to cleaning or repairs to the facility may be charged against the deposit, with the balance, if any, refunded to the renter. If the deposit is charged for cleaning or repairs, a letter explaining the charges must be sent to the renter. Deposits are received in the form of Cash, Check, or Debit Card.

Additional deposits may be charged if a group or individual utilizing the facility have previously left a facility in a manner requiring other than customary clean-up.

Refunding Deposits

The refunding of cleaning deposits are made after the facility has been inspected for cleanliness and damages and after the renter has returned the keys issued to him/her. Refunds are typically processed within 2 weeks following rental event date.

Damage or Extra Cleanup

If the City/Community Center Manager determines that damage has occurred to the facility or that there is a need for extraordinary clean-up measures, the cost of these damages will be deducted from the room deposit paid. If charges are more than the room security deposit received, the user will be billed the additional charges. Failure to pay these extra fees will lead to legal action.

INSURANCE

All renters, whether they are paying rental fees or not, must supply the City with a certificate of insurance naming the City as additional insured. In addition, several local non-profit organizations supply the City with an annual insurance certificate which covers all their events. Specific requirements for insurance certificates are posted on the City's website and included in this policy.

Many homeowner policies will provide certificates for private parties at minimal or even no cost. The renter's insurance agent should fax or email the certificate to the rental agent. Insurance certificates are stapled to the approved Facility Use Agreements.

The City has an agreement with an outside insurance service to provide special event insurance to those who have no other access to a policy. The special event insurance allows the rental agent to issue a one-day certificate of insurance and collect the premium from the renter. The amount of the premium is based on the type of event, the number of attendees, and whether or not alcohol is served. The insurance agent supplies a handbook annually which categorizes events into classes and assigns premiums for each class. An additional premium is added for serving alcohol at the event. The fee for the insurance is due with the rental fees.

GENERAL RULES AND REGULATIONS

Check-In Policy

Pick up of keys and a final walk through the Center is required **two days** prior to the event. Any questions regarding the use of the facility must be handled during this final walk through.

Curfew

All events must end by 10:00 p.m. Monday thru Thursday and 12:00 am Friday thru Sunday (with the exception of New Year's Eve events which may end at 1:00am). All guests must vacate the premises at these times. All music must be turned off. Final take down of personal property (decorations, gifts, etc.) and the stage and sound equipment must be done by this time. Additional charges or fees will result in cases of overtime use.

Noise

Please be mindful of the surrounding residences near the Community Center. The Center is located within a residential area, and in an effort to eliminate public nuisance calls, renters of the facility are asked to monitor the outside noise level. Music must cease by 10:00 pm or the volume must be at a level that will not disturb the neighborhood.

The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function. Additional charges or fees will result in cases of damage resulting from fights, vandalism, or destructive behavior. This behavior is also grounds for immediate cancellation of the application (and all future applications). In such cases Lessee will forfeit all fees.

Smoking Policy

The Community Center is a smoke free (this includes cannabis, tobacco, vape, any smoking products). Smoking is not allowed anywhere in the building, including the outside covered entryway. Please notify your guests about this policy to avoid any inconveniences. Smoking or the use of tobacco products is PROHIBITED.

Food Prep Room Use

The food prep room may be used by lessee and caterers. The room should be returned to its original condition with all equipment cleaned and returned to their original spots.

Candles

No lighted candles are allowed. Battery operated candles are allowed.

Drug Free

The City is committed to maintaining a public space that is free of illegal drugs. The Community Center and the grounds surrounding the center is a drug free space, there is zero tolerance for the use of illegal drugs, violators will be reported to Law Enforcement.

Food

Food is allowed.

Clean-Up Policies

Lessee will be responsible for all damages to building, furniture and any extra cleaning. If a private caterer uses the facilities, lessee is responsible to see that the caterer follows the Community Center's regulations regarding clean up.

Facilities left in a manner requiring other than customary cleaning will be sufficient reason to bill the utilizing individual or group to cover these added costs. Failure to pay may result in loss of utilization privileges and could result in additional administrative action.

Lessee will be responsible for mopping up spills (beer, pop, etc.) Lessee will be responsible for removal of any tablecloths, wall decorations, and other personal equipment. All trash must be picked up from the room, lobby and parking lot and placed in receptacles. Refrigerator must be cleaned out and wiped down. All soiled tables and chairs must be wiped down.

Please see Exhibit C (Cleaning Guidelines).

◆ If clean-up is unsatisfactory or damage occurs, and/or when the event or activity exceeds the specified time, Lessee will be billed additional charges.

Recycling and Trash Pick-Up

Recycling is encouraged for the Community Center. To facilitate recycling efforts, specially marked bins will be made available by the City for collecting glass, aluminum, plastic and metal containers. These containers must be clean prior to placing in the appropriate recycling bins. All trash or other disposables shall be placed in garbage bags and removed from the building to the dumpster located at the north end of the building.

Decorations

Cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices which may mar or leave a residue, are PROHIBITED on walls, woodwork, windows, fixtures and furniture. Masking tape is approved for use. Open flames are PROHIBITED (including but not limited to candles, torches, and hibachis), and all decorations must be fireproof/fire retardant. Throwing birdseed, rice, confetti or other similar materials outside the building is prohibited. Lessee must remove all decorations and tape from tables, walls, windows, woodwork, and fixtures prior to leaving the building. Lessee is subject to a charge for decorations not removed from the facility within the time frame stated in the application.

Security

The City of Shasta Lake does not provide security personnel. If security is required, lessee will be responsible for all fees related to security personnel and equipment.

City of Shasta Lake reserves the right to do a background check on Lessee and its representatives.

Alcohol Consumption

Alcoholic beverages are permitted in the Main Hall, as long as deposit and permissions have been authorized (NOTE: No alcohol is permitted outside of building at any time).

No sales of alcohol are allowed unless a Alcohol Beverage Control Permit has been obtained.

Issuing Keys

Renters of the facility are issued a key which opens the front door, kitchen door, and the janitor's closet. The audio/visual equipment closet has a separate key, it is the responsibility of the renter to make arrangements with Staff to have closet opened and test equipment prior to event.

A renter for a weekend event is normally told to pick up the keys on the prior Thursday. **Keys must be returned before cleaning deposits are refunded.**

Alternate Facilities

As a service to those potential renters who need a facility on a date which is already booked, the rental agent should keep a list of contact numbers for alternate halls which may suit the renter's needs.

Revocation of Permit for Use

If at any time the Community Center Manager, City, Fire Department, or the Shasta County Sheriff's Department determines that any use of the Community Center is contrary to the public health and safety of the City or such use is tending to cause or provoke a disturbance, the Community Center Manager or Law Enforcement may revoke the City's permission to occupy the Community Center and such groups or individuals shall upon notice immediately vacate the Center.

REVIEW AND AMENDMENT PROCEDURES

It is recognized that as conditions change, these "Policies and Procedures for Community Center Use" will need to be reviewed and possibly amended to reflect those changes or to address omissions which have become apparent. At such time, they shall review any proposed amendment and make a recommendation to the City Manager. If changes are minimal and routine, The City Manager shall then make the final determination regarding amendments to the document, if there are significant changes City Manager will recommend amendments for Council approval.



City of Shasta Lake

Larry J. Farr Community Center Facility Use Application

Community Center
Rental Manager

530-275-7487

Email:
[CommunityCenterInfo@
cityofshastalake.org](mailto:CommunityCenterInfo@cityofshastalake.org)

4499 Main Street
Shasta Lake, CA

Name of Applicant	Organization	Non-Profit No Yes If Yes, attach IRS Determination	Government Agency No Yes
Address	City, State, Zip	Business Phone	Home / Cell Phone
Fees, Deposit & Insurance Main Hall (110-000-4760) \$ _____ Add'l Fees* (110-000-4760) \$ _____ Cleaning Deposit**(110-4760) \$ _____ Event Insurance*** (110-2155) \$ _____ Alcohol Premium**** (110-2155) \$ _____ TOTAL FEES \$ _____	Max. Occupancy 290 (refundable**) Will provide ins. _____	Date(s) Requested: _____ Between hours of _____ and _____ Nature of Event: _____ Estimated No. of Attendees: _____ Will there be an admission charge? Yes No	
Will alcohol be served?*** Yes No		If Yes, will alcohol be sold ? Yes No	

NOISY CONGREGATION OF PARTICIPANTS OUTSIDE THE BUILDING WILL BRING A WARNING FROM THE SHERIFF'S OFFICE. THE SHERIFF HAS THE AUTHORITY TO CANCEL THE REMAINDER OF ANY EVENT WHICH CONTINUES TO VIOLATE THESE PROVISIONS. **ABSOLUTELY NO CONFETTI OR GLITTER** allowed in hall

_____ Initials of Applicant/Permittee.

* Entry day before event to place items in the building and for decorating the facility available at an additional cost. This is allowed between the hours of 4pm – 8pm.
 ** The Cleaning Deposit is refundable if the facility is left in a clean and orderly condition and any keys are returned to the City. (see the Cleaning Instructions attached) **Please allow 2 weeks after the event for the return of the cleaning deposit.**
 *** Event Insurance may be purchased through the City, or the Permittee may provide a Certificate of Insurance issued by his/her own carrier. The Certificate must provide for \$1 million in liability coverage and name the City of Shasta Lake as "Additional Insured".
 **** An additional insurance premium and cleaning deposit may be charged for events where alcohol will be served. If alcohol is to be sold Permittee must obtain a permit from the local office of the Alcoholic Beverage Control Department at 1900 Churn Creek Rd, Redding.

For more information call 530-275-7487.

Permittee and the participants in the activity for which this permit is granted (MAY) (MAY NOT) consume or possess alcoholic beverages in the above reserved facility during the use period covered by this application. If permission to consume and possess alcoholic beverages is granted then such permission is conditional and the permit may be revoked forthwith by the City of Shasta Lake for the violation of any law, rule or regulation relation to the consumption and passion of alcoholic beverages and or any other violation of the terms of the permit granted herein.

My signature certifies that I have read the conditions as set forth by the City of Shasta Lake governing the use of facility above; that I will take full responsibility for seeing that the use of these facilities is in full adherence and compliance with these conditions; that I will hold the City harmless from any damage incurred in the use of these facilities; that I will not discriminate against any person because of their race, religion, sex, national origin, or cultural background; that if there are any minors in the group using these facilities, I will accept responsibility for them throughout the period covered by this USE APPLICATION.

Date	Signature of Applicant/Permittee
------	----------------------------------

For Office Use: <i>(Receipts are to be Attached to Application)</i> Rental Fee Paid: Date _____ Amount _____ 110-4760 Deposit Paid: Date _____ Amount _____ 110-4760 Insurance Paid: Date _____ Amount _____ 110-2155 Issued Facility Key# _____ Date _____ Date Key Returned _____	APPROVED By: _____ Date: _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------

Exhibit B Insurance Requirements

EVANSTON INSURANCE COMPANY
CERTIFICATE NO.: -

CERTIFICATE OF INSURANCE SPECIAL EVENT LIABILITY PROGRAM

PRODUCER Alliant Insurance Services, Inc. in conjunction with Apex Insurance Services P. O. Box 6450 Newport Beach, CA 92658 License No: OC 36861	PUBLIC ENTITY (ADDITIONAL INSURED)
NAMED INSURED (EVENT HOLDER):	EVENT INFORMATION: TYPE: _____ DATE(S): _____ LOCATION: _____ *Liquor Liability Yes <input type="checkbox"/> No <input type="checkbox"/> **Liquor Liability after 12 am ends before 2 am <input type="checkbox"/>
This is to certify that the insurance policy listed below has been issued to the above insured named (event holder) for the policy period indicated. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policy listed and it does not constitute a contract between the insurance carrier, authorized representative, producer and certificate holder. The insurance described herein is subject to all the terms, exclusions and conditions of such policy(ies). INSURANCE CARRIER: Evanston Insurance Company MASTER POLICY NUMBER: SEP41014 MASTER POLICY DATES: EFFECTIVE: JANUARY 1, 2014 EXPIRATION: JANUARY 1, 2015	
COMMERCIAL GENERAL LIABILITY General Aggregate Limit \$2,000,000 Products & Completed Operations 1,000,000 Personal & Advertising Injury 1,000,000 Each Occurrence Limit 1,000,000 Fire Damage (Any One Fire) 100,000 Medical Payments (Any One Person) 5,000 Liquor Liability (If purchased) 1,000,000 Optional Limits Purchased <input type="checkbox"/> \$1,000,000/\$3,000,000 <input type="checkbox"/> \$2,000,000/\$2,000,000 Property Damage (If purchased) <input type="checkbox"/> Limit \$50,000 Deductible \$500 <input type="checkbox"/> Limit \$100,000 Deductible \$1,000	OCCURRENCE FORM DEDUCTIBLE: NONE
The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event.	
"Who is insured" is amended to include, as an insured, the person or organization shown in this schedule, but only with respect to liability arising out of the ownership, maintenance or use of the premises used by the named insured (event holder). This insurance does not apply to: Any "occurrence" which takes place after the event holder ceases to be a tenant in that premises.	
OTHER ADDITIONAL INSUREDS	
City of Shasta Lake PO BOX 777 Shasta Lake, CA 96019	
CANCELLATION: Should the above described policy be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.	

Gery Albano

AUTHORIZED REPRESENTATIVE: _____

DATE ISSUED: _____

Exhibit C
Cleaning Guidelines



COMMUNITY CENTER

Cleaning requirements:

- Time for cleanup must be included in the hours specified in the application. Lessee may be billed at an additional \$25 per hour for cleanup extending past the ending time specified in the application.
- Removal of all garbage, materials, decorations, etc. All trash must be picked up from the room, lobby and parking lot and placed in receptacles. Dumpster is located on the north side of the building.
- All soiled tables and chairs must be wiped down.
- Clean all interior door windows that have been smudged with fingerprints by your guests.
- Vacuum main hall, lobby, and mop kitchen floors (janitor's closet is located next to kitchen). Lessee is responsible to bring own cleaning supplies.
- Store tables and chairs (only stack chairs 10 high) in the storage closet.
- All spills must be mopped up. Use only water to mop kitchen floor. **PLEASE, DO NOT USE BLEACH OR CLEANERS ON THE FLOOR.**

◆ *Failure to perform these requirements will result in partial or complete forfeiture of you deposit.*

Doors of the building must remain closed to contain music or noise from inside.

Failure to do so could result in cancellation of your event.

Please do not hang anything on the walls or windows.
Do not sprinkle glitter, confetti, or rice inside or outside the building.
Please be sure to lock all doors, turn off lights and return the facility key
to drop box, located in City Hall parking lot, as you leave the facility.

THANK YOU.

For problems with the facility, such as plumbing, electrical or any other maintenance issues that need immediate attention, please call 275-7400 and ask the answering service to dispatch a Shasta Lake On-Call employee.

Received and acknowledged: _____
Responsible Party

Diagram of Community Center, table configuration is not exact.

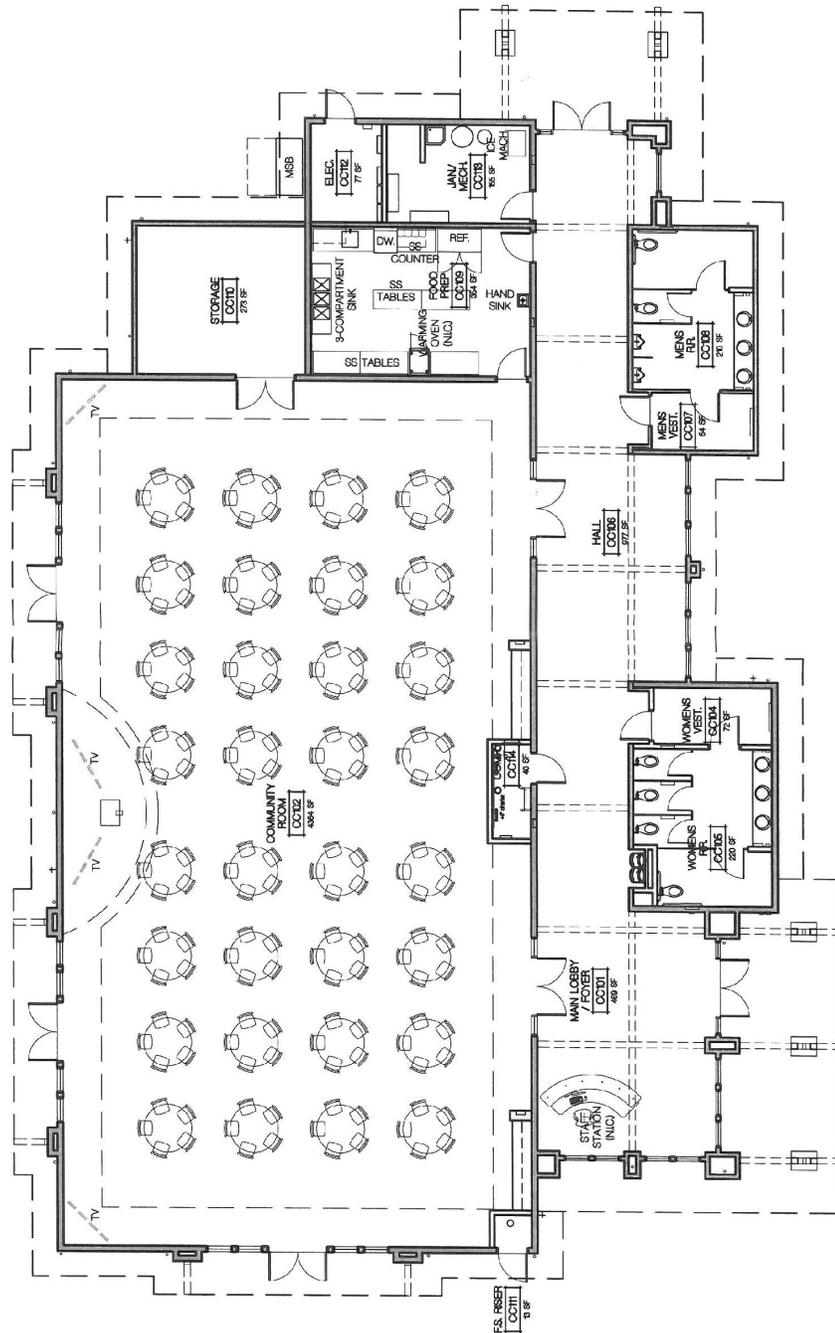


Exhibit D
Resolution – Adopting and Approving

RESOLUTION CC-18-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHASTA LAKE ADOPTING
POLICIES AND PROCEDURES FOR RENTAL OF THE COMMUNITY CENTER AND THE
COMMUNITY MEETING ROOM LOCATED IN THE VISITOR'S CENTER**

WHEREAS, the City of Shasta Lake rents the Community Center to both private and non-profit groups for various types of functions; and

WHEREAS, the Community Center is used for meetings, parties, receptions, dances, social/cultural activities, and certain fundraising activities; and

WHEREAS, the Community Meeting Room located in the Visitor Center is also rented for meetings; and

WHEREAS, the Community Center is to assist Non-profits in their activities and events, but it is further recognized it is the City's intent to maximize the income potential of the facility in an effort to limit the public subsidy of the building; and

WHEREAS, the City of Shasta Lake establishes a Fee and Deposit schedule in order to off-set maintenance and operation costs and minimize public subsidy for the facilities; and

WHEREAS, the City of Shasta Lake City Council has determined that Non-Profit organizations and public agencies may rent the Community Center at a reduced discount rate of 50% off the full rate, with some exceptions subject to the City Manager's discretion, however a deposit is required for all events; and

WHEREAS, the establishment policies and procedures outlining the rental fees, deposit schedule, hours of operation, and rules and regulations is required to ensure staff and users are complying with the regulations set forth; and

WHEREAS, the Public Facilities Committee met on March 12, 2018, and voted to approve the recommendation for the attached policies and procedures.

NOW, THEREFORE, BE IT RESOLVED

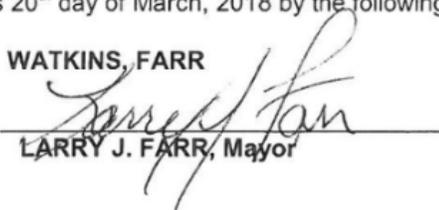
1. The City of Shasta Lake City Council approves the policy and procedures for the renting of the Community Center and the Community Meeting Room located in the Visitor's Center.
2. The City of Shasta Lake City Council authorizes the City Manager or his designee to execute any amendments to the attached policy and procedures.

PASSED, APPROVED AND ADOPTED this 20th day of March, 2018 by the following vote:

AYES: KERN, MORGAN, POWELL, WATKINS, FARR

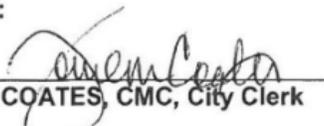
NOES: NONE

ABSENT: NONE



LARRY J. FARR, Mayor

ATTEST:



TONI M. COATES, CMC, City Clerk